

TRANSPORTATION

06.2 AP.1

Transportation Procedure Verification FormTransportation Procedure Verification Form

Bus Driver Name: _____ Bus Number: _____

Trip Date: _____ Trip Destinations: _____

Before departing for an activity or field trip, instruct students in safe riding practices and the location and operation of emergency exits.**INSTRUCT STUDENTS ON:**

	<u>Two-way radio operation</u>
	<u>First Aid Kit Location</u>
	<u>Fire extinguisher location</u>
	<u>Seat belt cutter location and use</u>
	<u>Manual operation of front door release location and use</u>
	<u>Emergency brake and engine shutdown in case of driver incapacitation</u>
	<u>Emergency exits location and use</u>

EDUCATE STUDENTS ON:

- Why we might choose to evacuate. (Safer on or off the bus?)
- How to choose an emergency exit. (Preference of ease/conditions)
- Why staying calm, quiet, and leaving belongings behind is important.
- What a Safe Zone Assembly Point is. (How far from the bus, out of the road, etc.)
- If the driver becomes incapacitated, show students how to secure the driver compartment and immediately use the two-way radio or cell phone to call dispatch or 911.

DRIVERS SHOULD ENSURE THE FOLLOWING:

- Plans are in place for evacuating pre-school age children, children with disabilities, and children with wheelchairs or other medical needs.
- Emergency services phone numbers and student emergency contacts.
- Accident forms for documentation (i.e., riders' names/positions, insurance forms, and emergency sign-out forms).

Driver's Signature: _____

Chaperone's Signature: _____

Return this form to the Director of Transportation.